



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

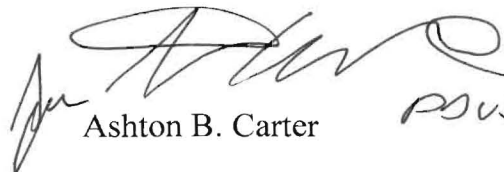
3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

MEMORANDUM FOR DIRECTOR, ADMINISTRATION AND MANAGEMENT, WASHINGTON HEADQUARTERS SERVICES

SUBJECT: Charter Renewal for the Threat Reduction Advisory Committee (TRAC)

The Charter renewal for the TRAC is attached. The DoD TRAC is organized to advise and assist the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) and the Director, Defense Threat Reduction Agency (DTRA). The TRAC provides independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional, and special weapons; combating weapons of mass destruction to include non-proliferation and counter-proliferation and consequence management; nuclear deterrence transformation; weapons effects; and other USD(AT&L) and DTRA mission-related matters. The TRAC was first chartered in May 1998 and convened its first meeting in July 1998. It has had 19 full-committee meetings to date.

My point of contact is Mr. Eric Wright, DTRA/ASCO, at 703-767-4759 or eric.wright@dtra.mil.


Ashton B. Carter *PO USD(AT&L)*

Attachments:

1. Proposed Charter
2. Current Charter

CHARTER
THREAT REDUCTION ADVISORY COMMITTEE

- A. Official Designation: The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics and the Defense Threat Reduction Agency Director, independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons; combating weapons of mass destruction to include non-proliferation, counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other Acquisition, Technology and Logistics and Defense Threat Reduction Agency mission related matters.

The Under Secretary of Defense for Acquisition, Technology and Logistics or designee may act upon the advice of the committee.

- C. Committee Membership: The committee shall be composed of no more than 30 committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, weapons of mass destruction.

Committee Members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109. The appointments of these Special Government Employees shall be renewed by the Secretary of Defense on an annual basis.

Committee members shall, with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of Defense. The Under Secretary of Defense for Acquisition, Technology and Logistics shall select the Committee's Chairperson from the Committee membership at large.

- D. Committee Meetings: The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson. The estimated number of Committee meetings is two per year.

The Committee shall be authorized to establish subcommittees and panels, as required and consistent with its mission, and these subcommittees, and panels or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or panels shall not work independently of the chartered Committee, and shall report their findings and advice solely to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions and recommendation verbally or in writing on behalf of the chartered Committee, nor can they report directly or release documents to the Agency or any Federal officers or employees not Committee Members.

- E. Designated Federal Officer: The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer will approve all Committee agendas, call the Committee to meet, shall attend all Committee and subcommittee/panel meetings, adjourn the meeting when in the public interest, and chair the Committee meeting when directed by the Agency head or designate.
- F. Duration of the Committee: The need for this advisory function is on a continuing basis. However, is it subject to renewal every two years.
- G. Agency Support: The Department of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics, and the Defense Threat Reduction Agency, shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.
- H. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.
- I. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$547,972.00. The estimated annual personnel costs to the Department of Defense are 2.5 full-time equivalents.
- J. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate

DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (U.S.C. § 552, as amended).

K. Charter Filed: May 30, 2010

threat reduction advisory committee

Charter

A. Official Designation:

The Committee shall be known as the Threat Reduction Advisory Committee (hereafter referred to as the Committee).

B. Objectives and Scope of Activities:

The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) shall provide the Secretary of Defense, through the Under Secretary of Defense (Acquisition, Technology, and Logistics) and the Defense Threat Reduction Agency Director, independent advice and recommendations on: reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional and special weapons; combating weapons of mass destruction to include non-proliferation, counterproliferation and consequence management; nuclear deterrence transformation; weapons effects; and other Acquisition, Technology, and Logistics and Defense Threat Reduction Agency mission related matters. The Under Secretary of Defense (Acquisition, Technology, and Logistics) or designee may act upon the advice of the committee.

C. Committee Membership:

The Committee shall be composed of no more than 25 Committee members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, or weapons of mass destruction. Committee Members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal officers or employees, shall be appointed as experts and consultants under the authority of 5 U.S.C. § 3109. The appointments of these Special government Employees shall be renewed by the Secretary of Defense on an annual basis. Committee members shall, with the exception of travel and per diem for official travel, serve without compensation, unless otherwise authorized by the Secretary of Defense. The Under Secretary of Defense (Acquisition, Technology, and Logistics) shall select the Committee's Chairperson from the Committee membership at large.

D. Committee Meetings:

The Committee shall meet at the call of the Designated Federal Officer, in consultation with the Chairperson, and the estimated number of Committee meetings is two per year. The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. The Designated Federal Officer and/or Alternate Designated Federal Officer shall attend all Committee and subcommittee meetings. The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations. Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Agency or any Federal officers or employees not Committee Members.

E. Duration of the Committee:

The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.

F. Agency Support:

The Department of Defense, through the Under Secretary of Defense (Acquisition, Technology and Logistics), shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of 5 U.S.C., Appendix, as amended.

G. Termination Date:

The Committee shall terminate upon completion of its mission or two years from the date this Charter is filed, whichever is sooner, unless the Secretary of Defense extends it.

H. Operating Costs:

It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$527,000.00. The estimated annual personnel costs to the Department of Defense are 1.5 full-time equivalents.

I. Recordkeeping:

The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and appropriate DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (U.S.C. § 552, as amended).

J. Charter Filed:

May 30, 2008